

CREDENTIALS (ONE VOLUNTEER)

WHEN: Specific times between 7-8am and then during the breaks until the business meeting starts.

WHERE: At Credentials table near the Registration tables at the entrance.

Volunteers will be asked to check-in voters, accept proxies and then hand out ballots to those with voting privileges. There will be a list by club name and number showing the names of the President and VP-Education.

EDUCATIONAL SESSION INTRODUCERS (AT LEAST 3 VOLUNTEERS)

WHEN: Educational Sessions are scheduled for 10:05 am – 10:40 am (3), 10:50 am – 11:30 am (3), and 12:35 pm – 1:15 pm (2).

WHERE: Specific Locations TBD

The educational session introducer will introduce the speaker and provide timing for the presentation. This volunteer will also serve as a room monitor, making sure sign-sheets are completed, collecting evaluations, and providing other help as needed.

Each educational session introducer will have:

- The prepared introduction or other biographical information for the presenter.
- The contact information for the presenter so that they can follow up with them as needed.
- Will be given the gifts, evaluation forms, timing cards and anything else that they may need during the session.
- They will be asked to bring a timing device such as watch with second hand, cell phone, or stop watch to time the presentation.

Introducers must have the ability to make a good introduction with a strong voice, enthusiasm and good pronunciation. It often means reading an introduction that was prepared by the presenter. The introducer should be skilled in giving a read speech while making eye contact and not stumbling over or slurring words. Introducers must not try to up-stage the presenter, comment on the content of the presentation or speak at length other than from the introduction itself. The introducer should make sure to correctly pronounce the name of the presenter.

SERGEANT AT ARMS (2 VOLUNTEERS) AND ROOM MONITORS (2 VOLUNTEERS) FOR EACH CONTEST CAN BE THE SAME PEOPLE

WHEN: Table Topics Contest to be held from 8:15 am to 9:15 am (SSAs and room monitors will need to attend the Table Topics briefing at 7:30 am). International Speech Contest to be held from 4:20 pm until 6:00 pm.

WHERE: Main Auditorium

- Assist in monitoring doors during speech contests. No one is to enter or exit room during speeches.

- Arrange stage, lectern, banners, and other details for professional appearance. Make sure stage access is safe and easily accessible for the event at hand. Plan stage access for speakers, contestants, award winners, etc. Move or remove lectern or other equipment as needed. Test all microphones every time. Arrange remote microphones for speakers who need them. Have speakers “miked” one speaker ahead so they have time to relax and focus. Escort contestants during Speech Evaluator contest.
- Ensure that the conference timed agenda is clear on which member of the SAA team will be calling a particular event to order; guards doors. Ensure that only authorized attendees enter the contests, luncheon, etc. Also ensure that, when an event is in progress, people enter/exit only during appropriate times.
- Assist in escorting contestants, ballot counters, etc. to and from the contest room at appropriate times. (For example, in the Table Topics Contest, contestants need to be out of the room until it is their turn to speak.) Assist in setting up contestant props, as needed. Two members of the SAA team should meet with contestants during the contestant briefing to ask for and note down any final needs. Then these two SAAs can assist with prop setup prior to each speech.

AMBASSADORS (2 VOLUNTEERS)

Wander around to meet needs as they arise; answer questions and direct traffic. Be available between events.

REGISTRATION TABLE VOLUNTEERS (8 VOLUNTEERS)

WHEN: Specific Schedule/Times TBD. The registration tables will be closed during all educational sessions and contests (so that volunteers can participate). The registration desks will be open during breaks, lunch and the business meeting. Registration desk will close for the day once the last contest has started. Will need extra times for peak registration times. There will be separate line for those paying at the door.

WHERE: Registration tables will be located near the main auditorium, whichever team members attend sessions in the auditorium will be responsible for monitoring the registration table during breaks.

At the conference, registration table volunteers will be the first face attendees see at the Conference and set the tone with a warm welcome and reassurance on where to go and when.

- Set up registration packets for guests (name tag containing meal tickets, instructions, briefings for contestants/judges, instructions to volunteers)
- Collect payment and register attendees who are paying on the day of the conference
- Hand out registration packets
- Answer questions
- Make sure registration table stays neat and orderly for a good first impression.
- Have good signs identifying registration location, times, and process

MEAL GREETERS

- Check name badges at the door to see who has paid for all meals and who needs a special ticket for a particular meal.
- Be friendly and smiling.

SETUP/BREAKDOWN

WHEN: Early morning / Late afternoon

Assist with setting up the facility and packing up at the end of the events.

AWARD VOLUNTEERS (2 VOLUNTEERS)

WHEN: Specific Times TBD.

WHERE: Specific Locations TBD

Assist Award Chair in handing out awards after the Hall of Fame section of the program

- Cross out recipient names from the list provided when awards have been picked.
- Man the Awards Table until program ends for awards pick up.